

Curriculum Vitae Europass

Personal Information

First name(s) **Noemi**
 /Surname (s) **GIARDINA**
 Address (es) **Martellago**
 Telephone (s)/ Mobile (s)
 Fax
 E-mail **noemi.giardina02@gmail.com**
 Nationality **Italian**
 Date of birth **10/03/2002**
 Gender **F**



Job applied for / position/ preferred job/ studies applied for/personal statement

Commercial sector

Work Experience

dates (from - to)	from 06/2022 to 07/2022
Occupation or position held	Summer camp entertainer
Name and address of employer	Municipal stadium of Martellago
Type of business or sector	Animation
Main activities and responsibilities	Welcoming the children, supervising the children, organizing entertainment activities such as sports or games and helping them with their summer homework.
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dates (from - to)	from 06/2021 to 07/2021
Occupation or position held	Intern
Name and address of employer	Impresa Verde SRL - Coldiretti in Mirano
Type of business or sector	Economic-Commercial
Main activities and responsibilities	Reorder the archives. Make photocopies and scans. Pay bulletins. Arrange documents for model 730. Enter customer data into corporate programs.
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dates (from - to)	from 2022

Occupation or position held	Babysitter and repetitions				
Name and address of employer					
Type of business or sector					
Main activities and responsibilities	Supervise children and take them to and from school, help them with their homework.				
Education and qualification awarded					
Dates (from-to)	from 2016 to 2022				
Type of qualification	Attendance				
Main subjects covered or skills acquired	Commercial skills especially in business economics and IT				
Name and address of organisation providing education and training	IIS 8 MARZO - K.LORENZ -AFM/SIA				
Level of qualification =====					
Dates (from-to)	from 06/2021 to 07/2021 74/100				
Type of qualification	Commercial operator				
Main subjects covered or skills acquired	Management of administrative-accounting and commercial processes.				
Name and address of organisation providing education and training	Istituto Luzzatti - Via Perlan - Mestre - Venezia				
Level of qualification					
Personal skills and competences					
Mother tongue(s)	Italian				
Other language(s)	English, French, Spanish and German				
Self-assessment	Understanding				Spoken
European Level (*)	<i>Listening</i>	<i>Reading</i>	<i>interaction</i>	<i>production</i>	Writing
Inglese	B1	B1	B1	B1	B1
Francese	A2	A2	A1	A1	A1
Spagnolo	A2	A2	A1	A1	A1
	(*) Quadro comune europeo di riferimento per le lingue				
Communication skills li	I am a person who likes to interact with colleagues, friends, children and with people of all ages. I always want to get involved and always learn something new.				
Organisational/managerial	I consider myself a person available and always ready to help those who need it most.				

skills and competences	I'm a very organized girl, I really like to arrange my work based on the time I have available to make the most of it and I always have everything under control.
Job-related skills	Autonomy and organization
Computer skills	I have excellent computer skills as I know how to use the Windows operating system, the Microsoft package, e-mail and various social networks very well.
Artistic skills	
Other skills	
Driving licence	
Additional information	

Mestre – Venezia, 15 May 2023

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In compliance with the Italian D.L 196/2003 and G.D.P.R. 679/16 I hereby authorize the recipient of this document to use and process my personal details for the purpose of recruiting and selecting staff and I declare that I am informed of my rights in accordance with art. 23 of the above mentioned decree. I hereby allow my personal details to be handled fairly by companies, societies and any organizations which cooperate with You, respecting my right to privacy. Besides I authorize to use my personal details also by electronic ways and/or automated equipments to link the details with those of other people, according to quality and quantity criteria